

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Administrative Assistant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current examination list
Location: Norwich, CT (District 2)
Job Posting No: **28922**
Hours: 40 hours per week
Salary: CL-19: \$52,364.00 to \$67,762.00 annual
Closing Date: June 30, 2015

The Connecticut Department of Transportation has an Administrative Assistant vacancy available in the Office of Highway Maintenance District 2 in Norwich.

Eligibility Requirement: Candidate must have applied for and passed the Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The selected candidate will perform a full range of administrative and secretarial support functions. Duties include typing, researching and preparing reports, assembling information; developing spreadsheets; preparing reports and complex letters/memorandum; responding to constituent requests; editing correspondence prepared by others, acting for the District Maintenance Director within defined limits of authority and assisting with activities related to day-to-day office operations; arranging and coordinating meetings; and screening and directing inquiries and correspondence for appropriate response and/or action. The nature and duties of this position require the incumbent to maintain a high level of confidentiality and dependability. This position also requires an advanced level of accountability, problem resolution and interpersonal contact with a wide range of individuals at various levels inside and outside the Department.

Preferred Qualifications Required: Considerable knowledge of office systems and procedures; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow to meet deadlines, ability to take notes, and the ability to operate standard office equipment which includes personal computers and programs such as Microsoft, Word and Excell and other electronic equipment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Refer to the DAS website at www.das.state.ct.us/HR/Jobspec/JobSearch.asp for job specification requirements. Applicants who do not submit all the requested documents will not be considered. **Please note that any candidates which had previously applied to the vacancy posted on November 7, 2014 need not reapply for this vacancy.**

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter; a resume, and an Application CT-HR 12. State employees must include copies of their last two (2) service ratings. Please submit all the required documentation by close of business on June 30, 2015 to:

Connecticut Department of Transportation
Ann Januszewski
Human Resources Office
171 Salem Turnpike
Norwich, CT 06360
Fax: 860-823-3232
Email: Ann.Januszewski@ct.gov

Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.